

Project Management System Progress Report
Graphic Summaries: Technical Progress vs. Costs Incurred

1. Project Title
3a. Name of GTR
7a. Period Ending
7b. Preliminary/Final
9. Agreement No.
2. Name and Address of Performing Organization
4a. Name of Contracting Officer
7c. Frequency of Reports
10. Project Code
5. Name of GTM
8a. Originally Approved Agreement Completion Date
11a. Originally Approved Agreement Value
6c. Latest Approved Plan
8b. Currently Approved Agreement Completion Date
11b. Currently Approved Agreement Value
Name of Project Manager
Phone
12. Amount Obligated (By Govt. to date)
13. Amount Received (By Performer to Date)
14. Balance of Funds (Not Yet Received by Performer)(11b-13)

26. Status of Costs Incurred																	27. Status of Technical Progress																				
Yrs.																	Years																		27b. Dollar Value of Each Task	27c. Est.% Comp	27d. Dollar Value of % Comp
\$000	Prev. Pds														Sub Total	Fut. Pds.	Grand Total	No.	27a. Tasks/Activities	Prev Pds													Fut Pds.				
																		1																			
																		2																			
																		3																			
																		4																			
																		5																			
																		6																			
																		7																			
																		8																			
29. Budgeted Cost of Work Scheduled (BCWS) \$						32. Cost Variance (If Appl.) (31 - 30) \$						35. Percent Complete (Of Current Apprvd. Total Costs) (28c*11b) %					9																				
30. Actual Cost of Work Performed (ACWP) \$						33. Schedule Variance (If Appl.) (31-29) \$						36. Total Cost at Completion (Latest Estimate) \$					10																				
31. Earned Value of Work Performed (If Appl) (28c) \$						34. Simple Variance (If 31, 32, 33 are not appl.) (29-30) \$						37. Percent Complete (Of Latest Estimated Total Costs) (28c*36.) %					Legend Plan 1 Start Date → ▼ ⦿ Milestone ▼ ← Plan 1 End Date Current Plan Start Date → ■ ← Current Plan End Date 																				

15. Person Preparing Report
a. Name
b. Date Plan Prepared
c. Preparer's Initials
16. Performer's Official Certifying Report
a. Name
b. Signature
c. Title
d. Date Signed
17. Date Rec'd by HUD

Protect Management Systems Forms

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The HUD Project Management System utilizes two basic forms to plan and control the use of project resources. The Baseline Plan, form HUD-441.1, details the work to be performed. The Progress Report, form HUD-661.1, compares actual progress with the approved Baseline Plan. These forms are divided into numbered boxes; boxes containing data common to both reports will have the same number. If a report does not require certain data, the numbered box does not appear on the form.

Additional Instructions for completing these forms will be contained in the HUD Project Management System Handbook, which may be obtained from the Government Technical Representative (**GTR**). HUD contractors and assistance awardees shall comply with the instructions below when preparing their forms. Forms prepared improperly or submitted with errors will be returned to the awardee for corrections and resubmission.

Project Management Progress Report (Form HUD-666.1)

The Progress Report displays two graphic summaries: 1) status of incurred costs, and 2) status of technical progress. In addition, the Progress Report provides for the reporting of the Earned Value of Work Produced when requested by the GTR. Brief instructions for completing the Progress Report follow.

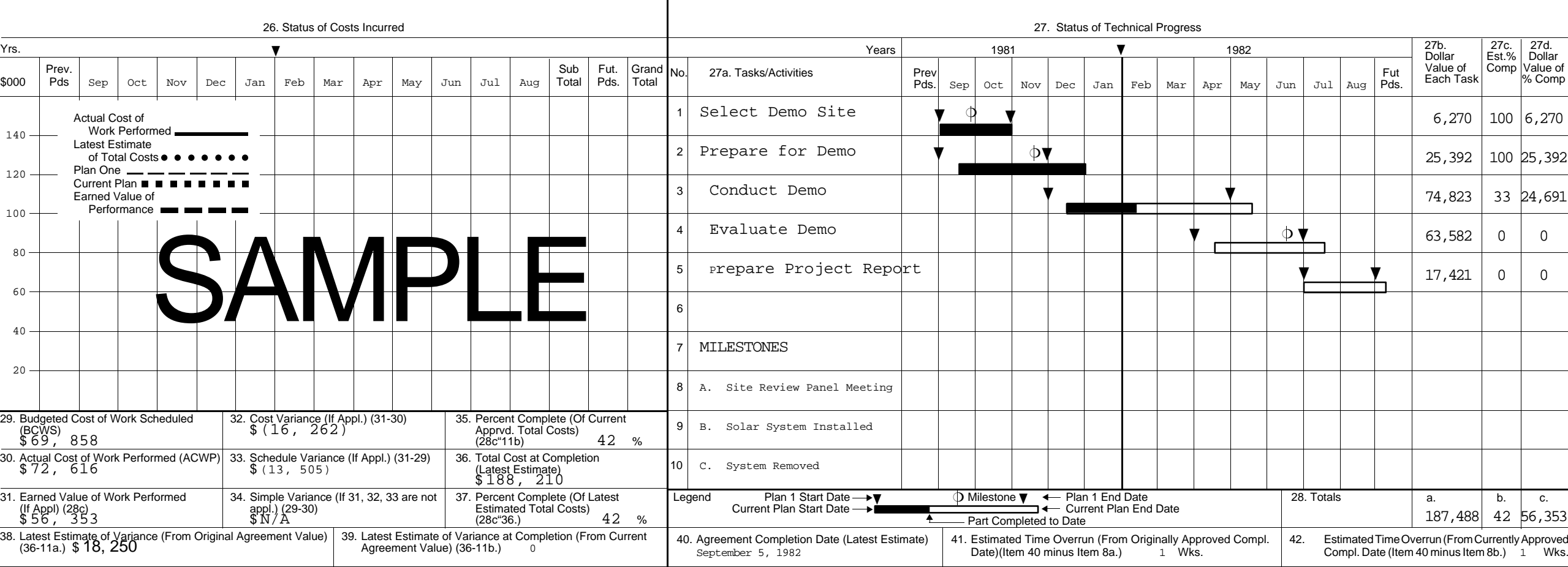
- Box No.
- 1-5. Enter the same information as on the approved Baseline Plan.
 - 6c. Enter the number and date of the latest approved Baseline Plan.
 - 7a. Enter the ending date of the current reporting period.
 - 7b. Indicate whether preliminary or final report.
 - 7c. Indicate the reporting frequency specified in the Agreement.
 - 8a. Enter the project completion date as defined in the original Agreement.
 - 8b. Enter the project completion date as revised by written agreement modification.
 - 9. Enter Agreement number from Baseline Plan.
 - 10. Enter Project Code from Baseline Plan.
 - 11a. Enter original Agreement value.
 - 11b. Enter Agreement value as it may have been revised by written Agreement modification.
 - 12. Enter total funds obligated by HUD as shown in the Agreement.
 - 13. Enter total amount received for work performed.
 - 14. Enter total funds not yet received (available for completion of Agreement work).
 - 15. Enter name and date; initial by preparer.
 - 16. Enter name, date, and signature.
 - 26. To complete Status of Costs Incurred Section:
 - (a) Enter reporting period dates across the top of the chart corresponding to the length of the Agreement.
 - (b) Enter a dollar scale appropriate to the Agreement value in the left column.
 - (c) Draw a cumulative planned cost curve on the chart identical with that in the Baseline Plan (Plan One)
 - (d) Indicate any revised plan using the legend shown for "Current Plan."
 - (e) If the latest estimate of total costs differ from the approved plan, draw that curve using the legend shown (see foot note to Box 36).
 - (f) Chart the cumulative actual costs of work produced (Box 30).
 - (g) If applicable, chart the earned value of work produced (Boxes 28c and 31).

- 27. Enter the same calendar arrangement across the top as the Cost-Incurred graph.
- 27a. Enter the Tasks/Activities as listed in the Agreement and the Baseline Plan. Complete a schedule bar for each as indicated in the legend.
- 27b. Enter dollar value at completion.
- 27c. Enter estimated percent of technical work completed to date (ordinarily equivalent to shaded area on bar graph).
- 27d. Enter the dollar value of the work completed (27c x 27b).
- 28a. Enter the sum of the dollar value at completion of all Tasks (must agree with 11b).
 - To report earned value, complete the following:
- 28b. Enter the total percent complete (28c divided by 28a).
- 28c. Enter the total value of work completed (Earned Value) (do 28c before 28b).
- 29. Enter the budgeted cost of work scheduled to date as indicated in the approved Baseline Plan.
- 30. Enter the Cumulative actual cost of work performed to date.
- 31. If applicable, enter the earned value of work performed to date (Box 28c).
- 32. If applicable, enter the dollar difference between earned value to date (Box 31) and actual cost of work performed (Box 30).
- 33. If applicable, enter the dollar difference between earned value to date (Box 31) and budgeted cost of work scheduled (Box 29).
- 34. Enter N/A if Earned Value is reported, otherwise enter the difference between budgeted cost of work scheduled (Box 29) and actual cost of work performed (Box 30).
- 35. Enter percent of project that is complete (should agree with Box 28b).
- 36. Enter latest estimate of total costs at completion.*
- 37. Enter percent of completion based on latest estimate.
- 38. Enter difference between latest estimate (Box 36) and original Agreement Value.
- 39. Enter difference between latest estimate and current Agreement value.
- 40. Enter latest estimate of completion date (may differ from Box 8b).*
- 41. Show number of calendar weeks variance from original completion date, if applicable.
- 42. Show number of calendar weeks variance from revised completion date if applicable.

* **Performer shall use these two estimates to flag potential changes not accounted for in current agreement dollar and schedule completion values.**

Project Management System Progress Report
Graphic Summaries: Technical Progress vs. Costs Incurred

1. Project Title: Heating Multifamily Buildings Via Solar Energy
3a. Name of GTR: Joe Smith
7a. Period Ending: Jan. 31, 1982
7b. Preliminary/Final: Final
9. Agreement No.: H-0123
2. Name and Address of Performing Organization: International Energy Sources, Ltd., 650 Perry Boston, Mass. 200001
4a. Name of Contracting Officer: Frank Jones
7c. Frequency of Reports: Monthly
10. Project Code: 7.2.11.000
5. Name of GTM: William Anderson
8a. Originally Approved Agreement Completion Date: August 31, 1982
11a. Originally Approved Agreement Value: \$169,230
6c. Latest Approved Plan: No. 2 Date Jan. 15, 1982
8b. Currently Approved Agreement Completion Date: August 31, 1982
11b. Currently Approved Agreement Value: \$187,488
12. Amount Obligated (By Govt. to date): \$187,488
13. Amount Received (By Performer to Date): \$46,205
14. Balance of Funds (Not Yet Received by Performer)(11b-13): \$141,283
Name of Project Manager: George L. Kahn
Phone: (617) 123-4567



15. Person Preparing Report
a. Name: Fred Team
b. Date Plan Prepared: Feb. 8, 1982
c. Preparer's Initials:
16. Performer's Official Certifying Report
a. Name: George L. Kahn
b. Signature:
c. Title: Project Manager
d. Date Signed: 2/9/82
17. Date Rec'd by: HUD Feb. 11, 1982